

LOCAL INMATE  
DATA SYSTEM  
(LIDS)

# Newsletter

JULY  
2001

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(804) 786-0786

**Compensation Board's  
Fax number:**



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Mailing address:**



202 N. Ninth Street  
P. O. Box 710  
Richmond, VA 23218-0710

## DATE TO REMEMBER

- 8/14/01 - LIDS SUBMISSION DUE

## LIDS ENHANCEMENT TRAINING BIG SUCCESS



LIDS Enhancement training was held June 11 - 15 at the Hanover Sheriff's office and June 19 - 22 at the Central Virginia Criminal Justice Training Academy in Lynchburg. A total of 8 classes were held in Hanover with 66 in attendance, and a total of 4 classes were held in Lynchburg with 35 in attendance. The Compensation Board would like to express appreciation to all who attended the training.

The Compensation Board would also like to acknowledge and thank Neil Marlow, Riverside Reg. Jail, Reginald Tinsley, Richmond City Jail, Mike Strickland, Southside Reg. Jail, Captain Larry Remington, Western Tidewater Reg. Jail, and Captain Keith Johnson, Danville City Jail, who took time out from their schedules to instruct the users about the manner in which their facility performs reconciliation of their local jail management system and LIDS. The information they shared was instrumental in ensuring successful training sessions. Thanks again for their valuable contributions.

## A 'THANK YOU' THAT COMES FROM THE HEART



*I just want each of you to know how much you lifted my spirits during my recovery period last month. The cards that I received from you wishing me a speedy recovery touched my heart. Each day reminded me how much each of you mean to me. I truly missed being with each of you during this year's LIDS Enhancement Training. I tried not to laugh too hard at some of your comments because it hurt to laugh, but you know me - I laughed anyway. Keith Johnson from Danville City wrote "Alice -1, Bus-0." One of my co-workers wrote "You Ride Inside The Bus, Not Outside The Bus." You know that no bus is going to keep me down long.*

*This 'Thank You' means that you've done something special that I'll never forget.*

*Thank You from the bottom of my  Heart.*

*Sincerely,  
Alice Coe*

## Staff Contacts:

### User Issues

- **Alice Coe**, Customer Service, Mgr  
[acoe@scb.state.va.us](mailto:acoe@scb.state.va.us) ext. 207
- **Sue Kelly-Graham**, LIDS Technician  
[skelly-graham@scb.state.va.us](mailto:skelly-graham@scb.state.va.us) ext. 220

### Program Issues

- **Anne Wilmoth**, Information Tech., Mgr  
[awilmoth@scb.state.va.us](mailto:awilmoth@scb.state.va.us) ext. 222
- **Craig Giegerich**, Systems Engineer  
[cgiegerich@scb.state.va.us](mailto:cgiegerich@scb.state.va.us) ext. 216
- **Melanie Morrison**, Systems Engineer  
[mmorrison@scb.state.va.us](mailto:mmorrison@scb.state.va.us) ext. 204

### Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr  
[rlampman@scb.state.va.us](mailto:rlampman@scb.state.va.us) ext. 215
- **Oliver Bradshaw**, Audit Supervisor  
[obradshaw@scb.state.va.us](mailto:obradshaw@scb.state.va.us) ext. 203

### Security/Key Fob Issues

- Anne Wilmoth ext. 222
- Melanie Morrison ext. 204
- Sue Kelly-Graham ext. 220



## BASIC LIDS TRAINING

The Compensation Board is offering **Basic LIDS** training from 8:30-5:00 p.m. Training will be held at the Department of General Services, 805 E. Broad Street, Basement level, Richmond, VA. Enter the building on the Broad Street side (construction awning over sidewalk on Broad St.) As you enter the lobby, elevators are immediately on the left. Take elevator to basement. Go to glass door that says Department of General Services to be admitted to the lab. To register for LIDS training, please contact Sue Kelly-Graham: skelly-graham@scb.state.va.us or (804) 786-0786 Ext. 208 or Alice Coe: acoe@scb.state.va.us or (804) 786-0786 Ext. 207.

### Training Dates

July 18

October 17

August 15

November 21

September 19

December 19



## 07/01/2001 LIDS ENHANCEMENTS

NEW

- **Conviction Date**—As a result of this years LIDS Enhancement Training, Conviction Date will NO longer a required data field. It was brought to our attention that the information is not always available to jail staff. Please provide the Conviction date if available.

### REMINDER



- **REASON RELEASE CODE**

“23” Confinement change within facility, violated program

- **VCC**

Effective 7/1/01 you will have the ability to substitute the eighth (8th) position of the VCC with an ‘O’ to denote Ordinance. The 8th character can be replaced if it is ‘M’, ‘J’, ‘I’, or ‘S’

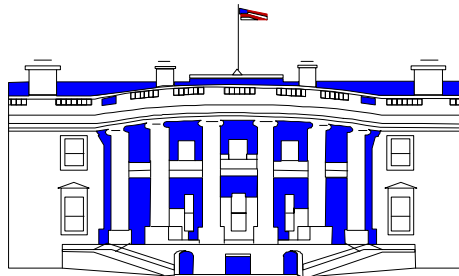
- **DNA Drawn Date**: New Data field to provide the date that DNA sampling was drawn
- **DNA**: Data field to record “yes” if DNA has been drawn
- **Conviction Date**: New Required Data Field to provide the conviction date needed for DNA sampling
- **Offense Tracking Number**: See Charge Standardization Project information, Page 3.
- **New Forms Maintenance Reports**: Commits vs. Releases, Average Daily Population (ADP), and Quarterly Voucher comparisons
- **New Inquiry Options**: Ability to view quarterly vouchers and insurance number inquiry
- **Certification Message**: Attached to the monthly certification screen will be a screen containing a comparison of the previous month’s LIDS data to the current month’s LIDS data



## NEW LIDS AUDIT GUIDELINES

A new document entitled LIDS Audit Guide was distributed and discussed at the Sheriffs' Spring Conference & LIDS Enhancement training held in June 2001. Copies have also been mailed to all jail facilities. The guide contains three important sections: 1) Good business practices for you to implement in your jail. Implementing some or all of these practices should make your next LIDS audit go a lot faster and easier. 2) What the Compensation Board auditors will look at when they come on-site to conduct an audit. 3) New audit ratings emphasizing performance and a new rating matrix.

The effective date of these new guidelines was **May 1, 2001**. Please be aware that this new LIDS Audit Guide replaces **ALL** previous communication regarding LIDS audits. Direct any questions you have about the LIDS audit program to Richard A Lampman, Manager of Policy and Planning, (804) 786-0786 x215 or [rlampman@scb.state.va.us](mailto:rlampman@scb.state.va.us).

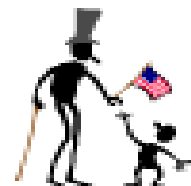


## HOUSE JOINT RESOLUTION NUMBER 687

In the 2001 session of the General Assembly, House Joint Resolution No. 687 was passed directing the Virginia State Crime Commission to study the organization of any inconsistencies in Title 18.2 of the Code of Virginia, including the level and extent of penalties set forth therein and the reasoning thereof. In conducting its study, the Commission is to review the proportionality of the criminal penalties throughout the Code of Virginia, make recommendations for necessary amendments, and decide whether to recommend that Title 18.2 should be rewritten at this time.

The Crime Commission's work is to be completed by **October 2002**. If, in the course of your work, you have noticed things about Virginia's criminal code that are problematic, inconsistent, or perplexing, now is the time to bring them to the attention of the Commission so that they may be considered within the proper context.

**Send to:** Virginia State Crime Commission, General  
Assembly Building, 910 Capitol Street, Suite 915  
Richmond, VA 23219.



## REMINDER CHARGE STANDARDIZATION PROJECT

'Charge Standardization Project' is underway. Offenses will be tracked by an offense tracking number. This project is scheduled to be piloted in January 2002. The July 1, 2001, LIDS Batch File Layout changed to include this 15-character offense tracking number. This number will be on all forms. Magistrate and Court forms will include the 15-character offense tracking number. It will also include who originated the charge. Plans are for the Compensation Board to pull VCC information and statute information from the Magistrate System.

## REMINDER

### LIDS BATCH FILE LAYOUT

The July 1, 2001, [LIDS Batch File Layout](#) is available on the Compensation Board's website under LIDS information, ([www.cns.state.va.us/compboard](http://www.cns.state.va.us/compboard).) Please advise your program vendors to visit our website for the July 1 updates. Make sure to test the changes [prior to submitting your July submission](#). The penalty for not doing so will result in having to do on-line updates.



## REMINDER: SECURID

As mentioned in the April, May and June LIDS Newsletters, the changes are only for those offices using the dial-up toll free connection provided by the Compensation Board.

***Effective July 1, 2001, those offices who use the dial-up toll-free connection provided by the Compensation Board are required to access SNIP using the SecurID key fob.***

If the first username entered in your logon procedures is 'compbd', you will be assigned a security product, SecurID key fob to access the Compensation Board's Website home page. If you do not enter 'compbd' as the first entry of your logon procedures, you are not using the toll free dial-up connection and this change does not affect your office at this time.

In order to assist with the deployment of the SecurID key fobs to a large number of offices, users were trained during February—May, 2001.

If you have not received your SecurID key fob, please contact Melanie Morrison at (804) 786-0786 Ext. 204 or Anne Wilmoth, Ext. 222.